

**PUBLIC WORKS & FACILITIES COMMISSION
REGULAR MEETING
WEDNESDAY, AUGUST 17, 2016
TIME: 7:00 P.M.
MUNICIPAL BUILDING
ROOM B-19
MIDDLETOWN, CT**

Members Present: Councilman Carl R. Chisem
Councilman Thomas Serra
Councilman Gene Nocera
Councilman Philip Pessina

Staff Present: William Russo, Director of Public Works
Christopher Holden, Deputy Director of Public Works

Absent: Councilman Sebastian Giuliano

Other: Rebecca McLaughlin, 35 Clover Street
Krishna Winston, 655 Bow Lane

Chair Chisem opened the Public Works & Facilities Commission meeting at 7:00 P.M. Chair Chisem requested a motion to approve the minutes dated July 13, 2016. Motion to approve the minutes was seconded and approved unanimously.

Per Director Russo's request, a motion was made by Councilman Pessina to postpone item 5c, Palmer Field Scoreboard and item 5g, 2016 Road Improvement Bond until the next commission meeting. Motion was seconded and approved unanimously.

PUBLIC COMMENT ON AGENDA ITEMS:

None.

CORRESPONDENCE:

Director Russo stated that a proposed roadway reconstruction letter was sent out to homeowners of both Gowin Road and Cedar Street. Recently, Eversource completed some gas main work on Cedar Street. Rather than them re-paving the trench, they paid the City \$13,500.00 to complete the job since there was already proposed roadway reconstruction in the works. This funding will be applied into the payments.

One of the councilmen asked how the MacDonough School project is going. Director Russo stated that MacDonough School's basketball hoops were just installed. The finishing touches are in the works which include Jane Harris' plantings of trees. Maria Holzberg will also be putting the garden club to work to dress up the facility and revitalize the area. The parking lot striping will be conducted tomorrow. A basketball court painter will be hired to paint the courts professionally 21 days post the paving.

Director Russo brought up the demolition of Spear Park and the fountain. New grass was planted and the trees all remain the same. The overall total price came in at about \$3,000.00 less than anticipated. A purchase order was originally placed in the amount of \$43,000.00. The price ended up coming to a total of \$40,152.00. The Council budgeted \$53,000.00 for the demolition, which means that the project came to \$13,000.00 under the expected original price.

NEW BUSINESS:

- a. 58 Bernie O'Rourke Drive – Exterior Doors – Director Russo specified that there are two resolutions that were handed out to the commission. The exterior doors for 58 Bernie O'Rourke Drive is the second resolution that will be going to the Council. The American Legion and the Hall of Fame building is under the City of Middletown, with a paid lease to the City. There are four exterior solid metal fire doors that are starting to rot out at the bottom and need to be replaced. The doors are about \$2,200.00-\$2,400.00 a piece plus labor. A Middletown carpenter can do the job at state rate. Once this resolution goes to the Council, the work can begin about fifteen days later.

A motion was made to approve the replacement of the exterior doors at 58 Bernie O'Rourke Drive. Motion was seconded and approved unanimously.

- b. Tub Grinder Bid Waiver – Director Russo stated that the current tub grinder owned by the City was purchased from Dainty Rubbish back in 1984 when Sal Fazzino was the Director. The tub grinder no longer runs, therefore, the mechanics, the superintendents and the Fleet Manager were put to work towards researching on finding a new one. After looking at the specs of about ten companies and machines, there was one company that was found that was on state bid. The company found on state bid, Tri-State Forestry, was hired to chip brush for a week. After the employees ran the tub grinding machine, they came to the conclusion that the City Yard needs to purchase one of their own. The resolution states that renting a tub grinder costs \$312.00 per hour, \$2,500.00 per day and \$12,500.00 per week; the City cannot afford to keep renting one. When the Council originally approved the bulk waste budget, \$150,000.00 was put in for a tub grinder and has nothing to do with the general fund.

A motion was made to approve the purchase of the tub grinder bid waiver. Motion was seconded and approved unanimously.

- c. Palmer Field Scoreboard – Postponed until next Public Works and Facilities Commission meeting.
- d. Tennis Courts Bid – Deputy Director Holden updated the commission on the tennis courts bid. After getting the three bids back, they were over \$150,000.00 over the anticipated price. The post tension concrete installation which is in the specs, is a very specialized type of work. Only one of the three contracting companies in the region were able to do the work within the given time frame which drove the price up. The renovations were re-evaluated to see if the tennis courts could be constructed with just asphalt only instead of doing the post tension concrete installation to save money. Based on the material that would have to go underneath, such as the base to remove water, it is a possibility.

Deputy Director Holden is looking to wrap the tennis court bid into the overall Pat Kidney/Woodrow Wilson Middle School project so that the monies can be co-mingled. The specs however, will not be changed. Therefore, the current bids are all going to be rejected. Councilman Nocera stated that he spoke with the Chair of the Bond Council and they stated that there is no problem with doing the bid process this way, as long as the expenditure does not exceed \$749,000.00 for the tennis court.

Director Russo stated that he was assured by numerous engineers and construction crews that the asphalt base is almost overkill, but it is still necessary given all of the work being constructed at the facility.

A motion was made to reject the existing tennis court bid and wrap it into the overall Pat Kidney/Woodrow Wilson Middle School project. Motion was seconded and approved unanimously.

- e. Proposal For Butternut Pond Study – Director Russo stated that a study of Butternut Pond is needed according to Michelle Ford, Environmental Specialist. Typically, treatment for this pond is conducted by DEEP. Michelle's theory is that the pond became too shallow over the years from silk buildup which is why the water heats up and causes algae. If the commission agrees to hire the firm recommended by Michelle, the pond study will be conducted for \$1,900.00. The funds for this study will come out of the Parks bond budget.

Councilman Serra asked if there are any grants that can be applied for, for the study of Butternut Pond. Director Russo stated that he can ask Michelle and get back to the Commission.

A motion was made to move approval for the Butternut Pond park study. Motion was seconded and approved unanimously.

- f. 2.9 Million RiverCOG: Millbrook Road – Deputy Director Holden stated that the regional planning organization has recommended the City's project to move forward based on the application that Public Works administration sent in. The state then reviews the projects which generally do not get denied once they are recommended by the planning agency. The bonds can be put together early next year so that they can be put out to bid. An alternative would be to go out to bid first and hold the bid until the money comes in. If not, the funds can be covered with road bond money.

A good portion of the road needs reconstruction, minus a strip that was reconstructed a few years ago. There is some structural failure on the road which requires full re-construction. This includes replacing a culvert and putting some more drainage and under drain due to increased amounts of icing in the winter time.

Councilman Pessina asked how the roads are generally chosen for this type of reconstruction. Deputy Director Holden stated that for this type of grant, there are specific types of roads that are allowed. They have to be collecting roads in need of repair that provide a higher volume of traveling to connecting towns. He stated that there is a program that evaluates all of the roads in town and the levels of need for reconstruction. A list of all roads is then prioritized after the evaluation is conducted.

A motion was made to accept the application for the 209 Million RiverCOG for Millbrook Road. Motion was seconded and approved unanimously.

- g. 2016 Road Improvement Bond – Postponed until next Public Works and Facilities Commission meeting.
- h. Building Permit Refunds: Jackson LaRose, \$143.60 – approved.
Sunrise Home Improvement, \$514.36 – approved.

A motion was made to approve both of the building permit refunds. Motion was seconded and approved unanimously.

OLD BUSINESS:

- a. July 2016 Public Works Overtime Report – The commission reviewed their overtime report for the Public Works Department.
- a. July 2016 Building Permits – The commission reviewed their monthly building permits for the Building Division.

OTHER:

- b. July 2016 Monthly Report – Highway Division – The commission reviewed their monthly report for the highway division.
- b. July 2016 Overtime Report – Parks Division – The commission reviewed their monthly report for the parks division.

Director Russo asked the commission if he can speak in regards to a few job descriptions for positions at the City Yard. These positions will be going in front of the council so the commission should be educated on the overall goal. Tom Serra made motion to allow this item to be spoken about under “other.” Carl Chisem seconded the motion and motion was approved unanimously.

The language that was taken out of the job descriptions was extensive during a previous General Counsel meeting. The language in the job description used to have the language “Motor Transport Certification” written. After research was conducted, the City Attorney came to the conclusion that there is no such thing as this certification. It is more like an association rather than a certification. Motor Transport offers classes for management to identify drug and alcohol use, mechanical classes, etc. Anyone that is paid by the City is a member of this association, including the Council. This language change in no way harms any existing Mechanic from getting a promotion. It is uniform across the board and is a change to all three jobs presented in a packet to the Commission.

When hiring outside to the public for a mechanic position, the job descriptions read that confined space is a required certification in order to qualify for the job. The only reason the current City mechanics have the confined space certification is to assist the Water Department with things like entering the flood station on River Road. The actual garage that the mechanics work in is not considered “confined space.” Most mechanics do not have to be qualified for confined space, especially hiring out to the public. The wording in the job description needs to be changed to “Ability to obtain confined space certification.”

After conduction some research on other towns, a class A Commercial Driver License (CDL) is not a requirement to work in a garage. A class B CDL is the only requirement along with the ability to obtain a class A CDL.

Councilman Serra asked if there is a condition of length of time for the ability to obtain these licenses. Director Russo stated that when someone new from the public is hired, they will be sent to get their confined space certification which is offered about every six months. The class A CDL license class typically consists of six employees along with a paid instructor. This license enables any employee from within the opportunity for a promotion.

Councilman Pessina wanted to know what the salary grades of the Fleet Manager, Lead Mechanic and Master Mechanic. Director Russo stated that the Fleet Manager is a grade 12, the Lead Mechanic is a grade 10 and the Master Mechanic is a grade 9.

Councilman Serra made an amendment on the floor for the change in wording on these job descriptions under the circumstance that the employees will have up to two years to obtain the required certifications.

PUBLIC COMMENT ON NON-AGENDA ITEMS:

Councilman Nocera asked about the approved study for the docks for the Harbor Improvement project. The Harbor Improvement Committee has been discussing their quandary regarding the expected \$200,000.00 that will be coming to the City in the late fall. This funding is to install the four to six docks at the end of the board walk. The \$15,000.00 was approved already for the writing of the proposal which means that there is a 90% chance that the approval will occur.

These docks do need electricity according to the plan. He wanted to know if there is a way to move Harbor Improvement under the Parks plan. Director Russo stated that this topic can be researched further and then added to the agenda for discussion.

Rebecca McLaughlin, 35 Clover Street, wanted to thank those that were able to go see Branford's organic grass fields. She has since received positive feedback. Councilman Serra wanted to know if organic fields mean non-toxic fields as well. Rebecca stated that she was instructed by Dr. Jerry Silvert whom has been very much involved with the Branford project, that non-toxic is the accurate term. Organic applies to the production of food which has a very specific definition.

Krishna Winston, 655 Bow Lane, brought up a matter regarding the curbing on Bow Lane. Quite a few of the curbs in the area have been damaged during the storms last winter. She is wondering what the City schedule is and what the process is towards the repairs of the curbs. Director Russo stated that he will look into this matter tomorrow.

A member of the public wanted to know if there are any plans towards fixing the cardboard compactor at the recycling center since it has been non-functional. Director Russo stated that he believes it is being welded and repaired. He will verify this information in the morning.

As there was no further discussion, the Public Works & Facilities Commission meeting adjourned at 7:46 P.M.